

Professional Development Program
Lesson Plan for Training

Lesson Plan for PDP Level 2
2.14: Assemble Your Employment Portfolio
Occupational Plan

Educational Objective:

Student will effectively demonstrate the skill of “showcasing” their abilities and accomplishments through the development of a personal/professional portfolio.

Tools and Equipment Needed:

Access to computer
Paper
Notebook

Lesson Activity:

1. Introduce the concept of a portfolio. Conduct discussion around the uses of a portfolio (e.g. job interviews/college interviews).
2. Students brainstorm list of items to be included in portfolio.
3. List all items to be included. Teacher suggests any appropriate additions.
4. Students brainstorm format for portfolio OR teacher presents format for all to follow including arrangement (chronologically, by subject, etc.).
5. Each student will develop personal checklist, table of contents and filing system.

Reinforcing Activities:

1. Begin development of initial portfolio. This will continue beyond this lesson.
2. Identify timelines for portfolio development and updates.

Summary and Closure:

1. Review the contents of the portfolio.
2. Stress the importance of a portfolio.
3. Reinforce the “where” certain items can be found.
4. Emphasize components should be developed in such a way as can be easily updated (Technology).

Professional Development Program
Lesson Plan for Training

Supplemental Activity:

Each student will develop a checklist of skills each possesses currently and make provisions to update the list as additional skills are developed.

Skill inventory should include skills currently used as well as those used in the past. This should not be restricted to job-related skills. The general criteria for defining an item as a skill is when you apply it, there is a measurable result. A skill list could include: Writing, Communicating, Organizing, Traveling, Making Decisions.

Professional Development Program
Lesson Plan for Training

Lesson Plan for PDP Level 2
2.14: Assemble Your Employment Portfolio
Academic Plan (English Class)

Educational Objective:

Student will effectively demonstrate the skill of “showcasing” their abilities and accomplishments through the development of a personal/professional portfolio.

Tools and Equipment Needed:

Access to computer
Paper
Notebook

Lesson Activity:

1. Introduce the concept of a portfolio. Conduct discussion around the uses of a portfolio (e.g. job interviews/college interviews).
2. Students develop and write a list of items to be included in portfolio.
3. Students compile an initial list all items to be included. Final compiling is presented visually. Teacher suggests any appropriate additions.
4. Students brainstorm format for portfolio OR teacher presents format for all to follow including arrangement (chronologically, by subject, etc.).
5. Each student will develop personal checklist, table of contents and filing system.

Reinforcing Activities:

1. Begin development of initial portfolio. This will continue beyond this lesson.
2. Identify timelines for portfolio development and updates.

Summary and Closure:

1. Review the contents of the portfolio.
2. Stress the importance of a portfolio.
3. Reinforce the “where” certain items can be found.
4. Emphasize components should be developed in such a way as can be easily updated (Technology).

Professional Development Program
Lesson Plan for Training

Supplemental Activity: TECHNOLOGY SEARCH

Each student will search the web for the occupation of his/her interest. Each will identify the entry-level requirements for that occupation and establish a plan to update their portfolio as they achieve each of the requirements.

Each student will write a list of all entry-level requirements from their search and include it in their portfolio as a checklist.

Professional Development Program
Lesson Plan for Training

Lesson Plan for PDP Level 2
2.16: Recognize Safety Issues
Occupational Plan

Educational Objective:

Student will identify safety issues and hazards in the instructional lab, if any exist and make appropriate corrections.

Tools and Equipment Needed:

Access to computer with Internet capability
Safety checklist

Lesson Activity:

1. Discuss in class why safety is important to all employers and employees. Use examples related to your field of study.
2. Looking around the instructional lab observe safety issues that are or could be of concern to you.
3. List specific occupational safety rules and explain why they are important.
4. Complete the chart in the workbook

Reinforcing Activities:

1. Identify steps necessary to address any issues found.
2. Correct any found hazards.

Summary and Closure:

1. Review in class discussion issues and hazards identified by each student and steps taken to correct those items.
2. File a written report with the school administration.

Professional Development Program
Lesson Plan for Training

Supplemental Activity:

1. Schedule a field trip to a business related to your area of instruction. Assign each student to identify any safety issues or hazards seen. Develop a plan to correct those hazards.
2. Assign each student to identify all precautions utilized by the business to prevent safety problems.
3. Submit a written report of their findings.

Professional Development Program
Lesson Plan for Training

Lesson Plan for PDP Level 2
2.16: Recognize Safety Issues
Academic Plan (Science Class)

Educational Objective:

Student will identify safety issues and hazards in the instructional lab, if any exist and make appropriate corrections.

Tools and Equipment Needed:

Access to computer with Internet capability
Safety checklist

Lesson Activity:

1. Discuss in class why safety is important to all employers and employees. Use examples related to your field of study.
2. Looking around the instructional lab observe safety issues that are or could be of concern to you.
3. List specific occupational safety rules and explain why they are important.
4. Complete the chart in the workbook

Reinforcing Activities:

1. Identify steps necessary to address any issues found.
2. Correct any found hazards.

Summary and Closure:

1. Review in class discussion issues and hazards identified by each student and steps taken to correct those items.
2. File a written report with the school administration.

Professional Development Program
Lesson Plan for Training

Supplemental Activity:

1. Schedule a field trip to a business related to your area of instruction. Assign each student to identify any safety issues or hazards seen. Develop a plan to correct those hazards.
2. Assign each student to identify all precautions utilized by the business to prevent safety problems.
3. Submit a written report of their findings.